DHCD Grant Management and Housing Rehabilitation Workshop





JUST DO IT!

OF

MANAGING YOUR HOUSING REHABILITATION PROJECT

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Just Do It! #1

- ➤ Verification of Income
 - HUD HH Income Form
 - HUD Section 8 Income Guidelines
 - -www.huduser.org
 - 3rd Party Documentation*

- ➤ Verification of Assets
 - 10% of liquid assets
 - cash, or property immediately convertible to cash
- ➤ Verification of Rent (CDBG)
 - Affordability 35% for rent + utilities

HUD Household Income Report

1. Name				2. Address:				
ASSETS								
Family Member	Asso	Asset Description		Current Cash Value Of Assets		Actual Income from Assets		
3. Net Cash Value of Assets				3.				
4. Total Actual Income from Assets				4.				
5. If line 3 is greater than \$5,000, multiply line by								
(Passbook Rate) and enter results here; otherwise leave blank ANTICIPATED ANNUAL INCOME								
Family						r	e. Asset	
Members	Salaries	Pensions		ssistance	Incor			
							Enter the greater of lines 4 or 5 from above in e.	
6. Totals					d.		e.	
6. Totals a. b. c. d. 7. Enter total of items from 6a. through 6e. This is annual income							7·	
						ie		
Signature (Grantee/Subsecipient Representative) Date								
For Office Use		County	••••		• • • • • • • • • • • • • • • • • • • •	8o%	AMI Limit	
Fiscal YearHousehold Incom							old Income	



08/2011

- Verification of Ownership Of Property
 - **≻**Document
 - Owner-Occupied
 - –Deed
 - Tax Map
 - GIS
 - Title Search

Investor-Owned (CDBG)

Contract for Purchase

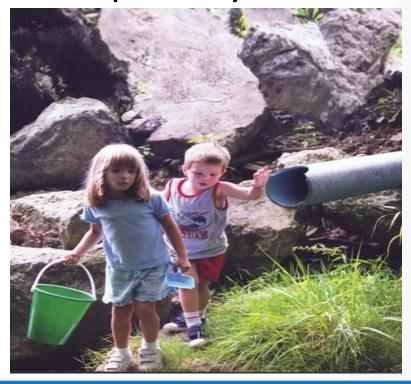
Heir Properties

- Mobile Homes- DMV title
 - document demolition

- IPR- Certification of IPR Eligibility
 - >HH making use of a pit privy



➤ HH with documented failure of the wastewater absorption system



➤ Substandard Housing



- ➤ Documenting Unit as Substandard Housing
 - 1. DHCD HQS Inspections $(2 \times 2 = 4)$
 - -new forms?
 - -Section 8 Inspection Form
 - -DHCD Supplemental Pre/Post Rehab Checklists (CDBG-Appendix 57; IPR-Appendix 3)
 - 2. Documented Blower Door Tests (pre; post)
 - 3. Documented Suitable/Unsuitable for Rehab

Just Do It! #2 Determine & Document Cost

- Work Write-Up
- Cost Estimates (CDBG)
 - -Cost Limits for a SR
 - -Cost Limits for a Rehab
 - -Exceptions



Determine & Document Cost

>Lead

✓ Rehab Base Cost—Pre 1978

✓ Rehab Base Cost—Post 1978



Determine & Document Cost

≻Asbestos

✓ Inspection/Testing

✓ Abatement







Determine & Document Cost

➤ Document Solicitation of Bids

➤ Document Receipt of Bids

- ✓ Signed Bid Forms
- ✓ Bid Opening—PUBLIC
- ✓ Bid Tabulation Sheet
- √ Faxes Bids are not acceptable

Just Do It! #3

Document Legal Requirements

- **≻**Construction Contracts
 - √3 Party
 - -Properly Executed Change Orders
 - -Disclosure Reports (\$50,000) it is cumulative \$\$\$
 - ✓ Attached Federal Construction Contract Language
 - -(CDBG Appendix 61)

Document Legal Requirements

√ 2 Contracts

- ✓ Landlord/Tenant Agreement or Lease (CDBG)
- ➤ A Loan Program
 - ➤ Minimum Monthly Repayment
 - ➤ Amortization Schedule

Document Legal Requirements

- ➤ Deeds of Trust
 - ✓ Recordation Receipt
 - **✓ DOT Note**
 - **✓** ATP
 - ✓ Closing Documents

Just Do It! #4

Document Financial Expenditures

✓ Accounting Records Supported by Source Documentation:

- ✓ Eligible Expenditure of Funds
 - -Contractor Payment Requests
 - -Invoices
 - -Cancelled checks
- ✓ Cost Summary Report -allowable costs



Just Do It! #5

Documentation of Project Completion

- ➤ Contractor's Paperwork
 - ✓ Affidavit of Release of Lien
 - ✓ Affidavit of Payment of Debts and Claims
 - ✓ Register of Contractors, Subcontractors & Suppliers
 - √ Register of Assigned Employees (CDBG)

Documentation of Project Completion

➤ Final Release by Homeowner

➤ Documentation of Homeowner/Hazard Insurance

➤ Occupant Signed Home Maintenance Certificate

REHAB FILE CHECKLIST CDBG: XXX Occupant: Homeowner, , Street Address: . 1. Application for Assistance Ranking Sheet Financial Information. Verification of Income b. HUD Household Income Report c. Current Section 8 Income Limits d. Verification of Assets c. Verification of Rent (CDBG only) f. Ability-to-pay Form g. Loan Repayment Calculation Form 3. Verification of Ownership of Property (after 10/1/2012) a. Deed Showing Ownership of Land and House b. Mobile Home DMV Title Proof of Mobile Home Demolition or Salvage (SR only) 4. Historic Resources Clearance/Statutory Checklist (IPR only) N/A DHCD HQS/Section 8 Inspection Reports a, Before Construction Date By whom? P.A. Dogwood Reverse b. After Construction Date By whom? Detrangana Revolutions.



Make Sure You...

JUST DO IT!